

TRANSIENT PUBLIC WATER SYSTEM APPLICATION FOR A NEW SURFACE WATER SOURCE

* Approval of a new public water system requires source and system approval. Compliance of the entire water system will be evaluated during a comprehensive inspection by the Drinking Water Program.



Restaurant
Boys and Girls Camp
Campground
Hotel
Motel
Hunting Lodge
Golf Course Clubhouse
and others



Drinking Water Program
Division of Environmental Health
Maine Center for Disease Control and Prevention
Department of Health and Human Services
11 State House Station, 286 Water Street
Augusta, Maine 04333-0011
TEL: (207) 287-2070 TTY Users: Dial 711 (Maine Relay)
FAX: (207) 287-4172
Web Address: <http://www.medwp.com>

Field Inspector: _____

Field Inspector Address: _____

Phone: _____ Fax: _____

Compliance Officer: _____ Phone: _____

Date this packet was sent or delivered in person: _____

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IS YOUR ESTABLISHMENT A PUBLIC WATER SYSTEM?

A public water system is defined as any publicly or privately-owned system of pipes or other constructed conveyances, structures and facilities through which water is obtained for or sold, furnished or distributed to the public for human consumption, if such system has at least 15 service connections or serves at least 25 individuals daily at least 60 days out of the year or bottles water for sale. The term "public water system" shall include any collection, treatment, storage or distribution pipes or other constructed conveyances, structures or facilities under the control of the supplier of water and used primarily in connection with such a system, and any collection or pretreatment storage facilities not under that control that are used primarily in connection with such a system. (From the State of Maine Rules Relating to Drinking Water)

This definition means that if you serve water from your own source (well or surface water intake) to 25 or more people per day, or have 15 or more service connections, and operate for 60 or more days per year, you are operating a public water system. There are three types of public water systems and each is regulated differently. The three types are:



Community Public Water System:

A public water system which serves at least fifteen service connections used by year-round residents or regularly serves at least 25 year-round residents. (Year-round is defined as permanent residence greater than six months.) Examples include water utilities, mobile home parks, apartment buildings, nursing homes.



Non-Transient, Non-Community Public Water System:

A non-community public water system that serves at least 25 of the same persons for six months or more per year. Examples include schools, office buildings, factories.



Transient Public Water System:

A non-community public water system that serves at least 25 persons, but not necessarily the same persons, for at least 60 days per year. Examples include restaurants, camps and campgrounds, motels and hotels, and bottled water companies.

“New Surface Water Source” is defined as a surface water source that has not been approved by the Maine Drinking Water Program or an existing surface water source that has not been regulated as a public water source in the last five (5) years... new to the Maine Drinking Water Program (*this includes After the Fact systems*).

If you are planning a new surface water source for a **Transient Public Water System**, all the materials you need for source and system approval are in this application, or are referred to in this application. If you are planning a surface water source for a community or a non-transient, non-community system, please request the appropriate application from the Drinking Water Program.

Please contact the Drinking Water Program at (207)-287-2070 if you have any questions concerning the process for reviewing an application for a new surface water source or a new public water system. Compliance of the entire public water system will be evaluated during a comprehensive inspection by the Drinking Water Program. Please contact Nathan Saunders at (207) 287-5685 or, nathan.saunders@maine.gov for more information.

GETTING APPROVAL FOR A NEW PUBLIC SURFACE WATER SOURCE FOR A TRANSIENT PUBLIC WATER SYSTEM

If you own or operate a public water system in Maine, or are planning to establish one, utilizing a new surface water source for serving water to the public requires written approval from the Maine Drinking Water Program in the Department of Health & Human Services (the Department). This application has the material you need to complete this process.

Every public water system has two primary points of contact with the Maine Drinking Water Program:

- **Field Inspector**... responsible for helping you to complete the new source and system approval process and all aspects of inspecting your public water system. Your Field Inspector contact information is on the front cover of this publication.
- **Compliance Officer**... responsible for evaluating water quality and overall compliance of your public water system with the Maine Rules Relating to Drinking Water. Your Compliance Officer contact information is on the front cover of this publication.

STEPS OF THE NEW SOURCE AND SYSTEM APPROVAL PROCESS

1. Fill in the "Facility Information and Points of Contact" form.
2. Fill in the "Request for Preliminary Approval" form. BEFORE the source is utilized, you must receive written approval of the location at which the intake will be placed. In general, an approvable site will be 300 feet or more from any potential source of contamination. If this is not possible or practical at your site, the Department may grant a waiver to this setback requirement. In order to receive preliminary approval, you must submit **the application form, a location map, and a site plan**.
3. Fill in the "Potential Sources of Contamination" form.
4. Provide (sketch) a "Site Plan for Preliminary Approval of the Proposed New Surface Water Source". A sample is provided in this packet.

Send items 1-4 to your Field Inspector, identified on the front cover of this publication.

5. AFTER construction of the surface water intake is complete, it must be tested to ensure that the water meets drinking water standards. The enclosed list identifies the two tests required for approval of a transient water system. Work with the Compliance Officer to arrange required water quality tests to be collected.
6. Fill in the "Request for Final Approval" form. You must receive a letter of final approval from the Drinking Water Program prior to putting the system on line. Final approval requires submission of a completed application (describing the characteristics of the source, the date construction began and was completed, etc.). **If water samples were processed by a certified laboratory other than the State Health & Environmental Testing Lab, you must also attach results of all required water quality tests.**

Send items described in 6 above to your Field Inspector.

Note: If your public water system is already in operation serving water to the public, complete items 1 through 6 and send all materials to your Field Inspector.

7. After Final Source/System Approval is granted, contact the Field Inspector or Compliance Officer to tell them when water will be served to the public from this new source or new public water system.

Public Water System Facility Information and Points of Contact

Facility Name: _____
Tax Map & Lot Number: _____
Road Address: _____
City or Town: _____
County: _____
On-Site Contact Person: _____
On-Site Phone: _____
Person completing this form: _____

For Office Use Only

PWSID#: _____

Date Entered: _____

The Maine Drinking Water Program (DWP) keeps record of several contacts involved with managing and maintaining every public water system. Please record contact information below. If you have an existing public water system, please fill in the contact information below.

Administrative Contact (Principal point of contact for DWP correspondence)

Name: _____ Fax (dedicated line): _____
Mailing Address: _____ Emergency Phone: _____
City, State, Zip Code: _____ E-mail: _____
Phone: _____

Financial Contact (Receives the DWP fee annual bill)

Name: _____ Fax (dedicated line): _____
Mailing Address: _____ Emergency Phone: _____
City, State, Zip Code: _____ E-mail: _____
Phone: _____

Emergency Contact (The person the DWP will try to reach in case of a drinking water emergency)

Name: _____ Fax (dedicated line): _____
Mailing Address: _____ Emergency Phone: _____
City, State, Zip Code: _____ E-mail: _____
Phone: _____

Owner

Name: _____ Fax (dedicated line): _____
Mailing Address: _____ Emergency Phone: _____
City, State, Zip Code: _____ E-mail: _____
Phone: _____

Sampler

Name: _____ Fax (dedicated line): _____
Mailing Address: _____ Emergency Phone: _____
City, State, Zip Code: _____ E-mail: _____
Phone: _____

Designated Operator

Name: _____ Fax (dedicated line): _____
Mailing Address: _____ Emergency Phone: _____
City, State, Zip Code: _____ E-mail: _____
Phone: _____

Operator

Name: _____ Fax (dedicated line): _____
Mailing Address: _____ Emergency Phone: _____
City, State, Zip Code: _____ E-mail: _____
Phone: _____

**REQUEST FOR PRELIMINARY APPROVAL
NEW PUBLIC SURFACE WATER SUPPLY SOURCE FOR A TRANSIENT WATER SYSTEM**

Note: Preliminary approval is required **before** construction.

Facility Name: _____
PWSID# (if an existing public water system): _____
Contact Name: _____
Town or City: _____

Allow 30 Days for Processing

This application is for (check one):

- ☐ An additional or new SW source for an existing public water system?
☐ A SW source for an existing facility which has not been regulated before?
☐ A SW source for a proposed facility which has not yet been constructed?

I plan to begin construction by _____ (date). I want to have it on-line by _____ (date)

This application will be returned unless accompanied by:

1. A location map (an "X" drawn on a map from the Maine Atlas and Gazetteer is sufficient)
 2. A site plan (more detailed map of the surface water source site) including:
 - A scale (1inch = 100 feet or similar)
 - All potential contaminant sources (leach fields, fuel tanks etc.) within 300 feet of the source.
 - Surface water bodies (lakes, streams, ponds) within 300 feet of the source.
 - Property boundaries and the land uses on adjacent properties
 - The general slope of land near the source
 - The system design and manufacturer's specifications
 - How Surface Water Treatment Rules will be met (if applicable)
- A DWP site visit will be required (prior to construction)

ESTABLISHMENT DESCRIPTION

CHECK ALL THAT APPLY: NUMBER OF:

- ☐ Restaurant _____ seats _____ meals per day _____ employees
☐ Hotel or Motel _____ units
☐ Campground _____ units
☐ RV Park _____ sites
☐ Children's Camp _____ campers and staff
☐ Other (describe) : _____

If a Take-Out eating establishment, check the services that will be provided using water from the system:

- ☐ Fountain soda ☐ Coffee ☐ Slush drinks ☐ Cup dispenser in bathroom ☐ Drinking Water fountain

Is this a seasonal operation? _____ If yes, season begins? _____ season ends? _____

How much land is controlled and/or owned? _____ (acres)

CERTIFICATION: I hereby certify that, to my knowledge, the information on this form and attachments is true and accurate and no site details have been omitted which would have a bearing on the suitability of the site for installation of a public water supply surface water source. **Maine law makes it illegal for persons applying for a Departmental permit to make false statements upon an application with the intent to deceive department officials in the course of their official duties, or to create a false impression in a written application for pecuniary or other benefit. Unsworn Falsification is a Class D misdemeanor offense punishable by up to 364 days incarceration, a fine of up to \$2,000, or both.**

Signature: _____ Title _____

Print Name _____ Date _____

FOR OFFICE USE ONLY: Field Inspector _____ Population Estimate: _____	
Date this form was received _____	Source ID Number _____ Date of site visit _____
Will a Setback Reduction Waiver be required? _____ If yes, use Setback Waiver Form. New PWSID# needed? _____	
If yes, Unique or Parent/Child? _____ Is the system Active (A) or Proposed (P) at this time? _____	

POTENTIAL SOURCES OF CONTAMINATION (PSC), CURRENT OR PAST

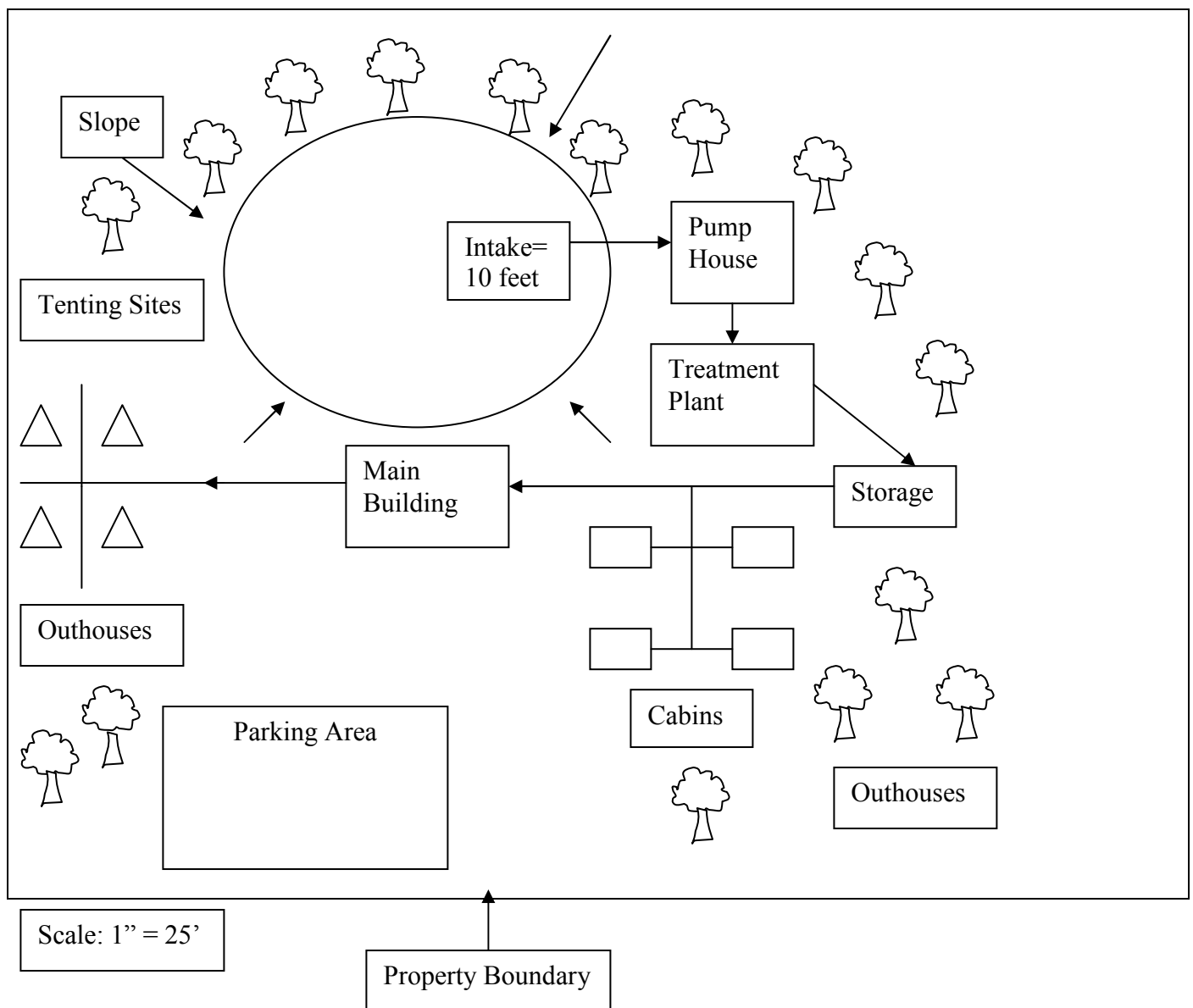
PWS Name _____			PWSID# _____ Date: _____		
			Field Inspector Name _____		
Number of PSCs	Land Use Activity	Distance to well	Number of PSCs	Land Use Activity	Distance to well
HERBICIDE / PESTICIDE USE			OTHER		
	1. Agricultural chemical spreading or spraying			50. Abandoned well	
	2. Agricultural chemical storage			51. Boat builder, refinisher, maintenance	
	3. Bulk grain storage			52. Chemical reclamation	
	4. Chemically fertilized agricultural field			53. Food processor	
	5. Golf course			54. Graveyard & cemetery	
	6. Herbicide sales or applicator			55. Heat treater, smelter, annealer, descaler	
	7. Nursery or garden shop			56. Incinerator	
	8. Pesticide sales or applicator			57. Industrial discharge	
	9. High voltage transmission lines			58. Industrial manufacturer	
PETROLEUM / HYDROCARBON USE (VOCS OR SEMI-VOCS)				59. Industrial waste disposal	
	10. Aboveground oil storage tank (including home heating oil tanks)			60. Landfill, dump, transfer station	
	11. Underground oil storage tank			61. Metal plating	
	12. Airport fueling area			62. Military facility	
	13. Airport maintenance			63. Monitoring well	
	14. Auto chemical supply wholesaler			64. Railroad yard or line	
	15. Auto repair			65. Recycling or processing center (<i>other than beverages</i>)	
	16. Body shop			66. Research laboratory	
	17. Concrete, asphalt, tar, coal company			67. Residential home	
	18. Dry cleaner			68. Rust proofer	
	19. Furniture stripper			69. Salt pile or sand & salt pile	
	20. Gas station, service station			70. Septic system, septic waste disposal	
	21. Junk or salvage yard			a. Beauty parlor	
	22. Machine shop			b. Car wash	
	23. Oil pipeline			c. Laundromat	
	24. Painters, finisher			d. Medical, dental, veterinarian office	
	25. Parking lot			e. Mortuary/ funeral parlor	
	26. Photo processor			f. Multi-unit housing	
	27. Printer			g. Single-family housing	
	28. Sand & gravel mining, other mining			h. Other _____	
	29. Small engine repair shop			71. Sewer line	
	30. Snow dump (large commercial or municipal)			72. Sludge disposal or spreading	
	31. Stormwater impoundments or run-off area			73. Wastewater impoundment area	
	32. Truck terminal			74. Wastewater treatment plants, discharge	
BACTERIA AND INORGANICS SUCH AS NITRATES / NITRITES				75. Wood preserver	
	40. Animal burial (large scale site)			76. Other – Please indicate other potential contamination sites not included in this list.	
	41. Animal grazing				
	42. Barnyard				
	43. Manure pile				
	44. Manure spreading				
	45. Meat packer, slaughter house				
	46. Municipal wastewater plant				

EXAMPLE OF A SITE PLAN FOR PRELIMINARY APPROVAL OF PROPOSED NEW SURFACE WATER SOURCE

An acceptable site plan must include:

- A scale (1" = 100" or larger);
- Potential sources of contamination within 300' (leach field, fuel tank, etc.);
- Property boundaries;
- A description of land uses on adjacent properties;
- The general slope of land near the source;
- Depth of intake.

Sample Site Plan for a Transient Surface Water Supply





NEW PUBLIC SURFACE WATER SUPPLY SOURCE APPROVAL PROCEDURE WATER QUALITY TESTING REQUIRED FOR FINAL APPROVAL TRANSIENT PUBLIC WATER SYSTEM

Transient public water supply systems serve a constantly changing population of one-time or infrequent customers. Examples include restaurants, motels, parks, campgrounds and summer camps. Final approval of a surface water source for a transient system requires satisfactory results for the following tests.

1. Total coliform bacteria, nitrate, and nitrite.
2. Fluoride, chloride, hardness, antimony, iron, pH, manganese, uranium, arsenic.
3. If within 1000 feet of the surface water intake an underground fuel storage tank exists or a fuel spill has occurred, a volatile organics water test may be required.

For a list of labs certified by the State of Maine, contact the Drinking Water Program at (207) 287-2070. To order bottles from the State Health Lab, call the Compliance Officer listed on the front page of this application. You can use the State Health and Environmental Testing Laboratory (HETL) or another certified testing laboratory. For a list of labs certified by the State of Maine, contact the Drinking Water Program at (207) 287-2070. To order bottles from the State Health Lab, call (207) 287-1716.

LICENSED OPERATOR REQUIREMENTS

A “Transient” public water system (PWS) using surface water as a source must be operated by a licensed water operator. If the system is complex, a second, backup operator will also be required. The complexity of the treatment system and the number of people served by the distribution system determines the license classifications required by the operator, and whether or not a back-up operator is required. Your field inspector will use The Maine Rules Relating to the Licensure of Water System Operators to determine the license classifications required by your water system.

The licensed water operator for your water system must have a current Maine water operator’s license that meets the requirements of your specific water system. Licensed contract operators are available for hire throughout the State. You may also choose to become your own operator by obtaining the necessary license(s). The Drinking Water Program has study materials available, while other entities provide training on becoming a licensed water operator. Please contact your field inspector or call the Maine Drinking Water Program at 287-2070 to discuss the options available to you for providing or becoming a licensed operator for your water system.

**REQUEST FOR FINAL APPROVAL
NEW PUBLIC SURFACE WATER SUPPLY SOURCE FOR A TRANSIENT WATER SYSTEM**

SOURCE CONSTRUCTION INFORMATION

Facility Name _____
PWSID# _____
Town or City _____
On-site Contact _____
On-site Phone _____

WATER TEST RESULTS MUST
ACCOMPANY THIS FORM.

COMPLETE FOR ALL SOURCES

Required Water Tests:

- ☐ Chlorine residual (if applicable)
- ☐ Flow/Usage
- ☐ Inorganic Parameters TE1
- ☐ pH
- ☐ Temperature
- ☐ Turbidity
- ☐ Volatile Organics TSN (after treatment)

Water tests must be conducted by a certified laboratory. If you choose to use the State Health and Environmental Testing Laboratory, call the Compliance Officer (see front of this packet) to order sample bottles. If you choose to use a private certified laboratory, enter the name of certified laboratory here: _____

CERTIFICATION

I hereby certify that, to my knowledge, the information on this form and attachments is true and accurate. I certify that the surface water source has been constructed as specified on the preliminary approval request submitted earlier and that water test results are from water samples taken from the source described above. Maine law makes it illegal for persons applying for a Departmental permit to make false statements upon an application with the intent to deceive department officials in the course of their official duties, or to create a false impression in a written application for pecuniary or other benefit. Unsworn Falsification is a Class D misdemeanor offense punishable by up to 364 days incarceration, a fine of up to \$2,000, or both.

Signature _____ Title _____

Print Name _____ Date _____

Attach copies of water quality tests if a private lab was used, and return this application to:

New SW Source Approval
Drinking Water Program
11 State House Station
Augusta, Maine 04333-0011

Allow 30 days for processing.

OFFICE USE ONLY	
PRE-APPROVAL DATE	
PWSID #	
SOURCE ID NUMBER	
DATE RECEIVED	
DATE APPROVED	
CONDITIONAL?	